PRESENTATION GUIDELINES
IAVS VIRTUAL SYMPOSIUM 2021
WORKSHOPS
JOIN THE MEETING

You will receive an email containing a link to join the Zoom session.

Please connect 15 minutes before the beginning of your session.

A technician will be there to welcome you and will stay with you until the workshop is finished to assist you, should you encounter any issues.
SCREEN SHARING

Zoom’s screen share feature will allow you to share a variety of media with the participants in your workshop, from files on your device to webpages and videos.

While in a workshop, you can share the following content:
- Entire desktop or phone screen
- One or more specific applications
- A portion of your screen

Watch the video here for additional information.

BREAKOUT ROOMS

Breakout rooms allow you to split your Zoom meeting into up to 50 separate sessions. The meeting host or co-host can choose to split the participants of the meeting into these separate sessions automatically or manually, or they can allow participants to select and enter breakout sessions as they please. The host or co-host can switch between sessions at any time.

Watch the video here for additional information.
MANAGE YOUR PARTICIPANTS

• Place participants on hold
  You can put everyone else on hold, and the attendees’ video and audio connections will be disabled momentarily. Click on someone’s video thumbnail and select Start Attendee On Hold to activate this feature. Click Take Off Hold in the Participants list when you’re ready to resume the meeting.

• Disable video
  As a meeting host, you can turn off anyone’s video. This will allow hosts to block unwanted, distracting, or inappropriate gestures on video.

• Mute participants
  You can mute/unmute individual participants or all participants at once. This allows you to block unwanted, distracting, or inappropriate noise. To mute everyone, click Manage Participants and select Mute All. You can also enable Mute Upon Entry in your settings to keep noise at a minimum during large classes or meetings.

IN-MEETING CHAT

The in-meeting chat allows you to send chat messages to other users within a meeting or a private message to an individual user.

While in a meeting, click ‘Chat’ in the meeting controls. Click on the drop down next to ‘To:’ to change who you are sending this message to.

While screen sharing, click More in the meeting controls. Choose Chat. A floating chat window will appear.
MASTER YOUR WORKSHOP

Your VOICE
When speaking to an online audience, the key element is your voice. Make sure to speak loud and clearly enough.

Your ENVIRONMENT
Another essential element is your environment. Make sure it is appropriate for the theme of the event. Choose a quiet room with a neutral background to allow viewers to focus on you and your message. Make sure the main elements are in place: computer, microphone, camera. Position your webcam at eye level: place your laptop higher on your desk if you plan to speak seated or on any other higher piece of furniture if you prefer standing. We strongly recommend standing to give you more space to move your arms while delivering your presentation.

Your OUTFIT
Dressing for the occasion is going to put you in the right mood and mindset. Please wear a business casual attire. We recommend wearing unicolor clothing, it will look better on camera. Stripes, busy patterns, logos and/or images may distract the audience from your talk.
PREPARE YOUR CONTENT

*Practice your PRESENTATION*
The content of your presentation is of highest importance and must be prepared in advance to avoid any hiccups or confusion during your pre-recording session. You can practice before your recording appointment and when ready you can record yourself once to ensure a right timing.

*Introduce YOURSELF*
Start with introducing yourself: say who you are, what you do, and what you are going to talk about.

*Be CONCISE*
Make sure you get your main points across fast. An online audience is more difficult to engage.

*SUMMARISE*
The quality and design of your slides need to impact on your audience. Visual components are important for an online event. Privilege images rather than text – your slides will be just a part of a computer screen, very small compared to an auditorium screen. Increase fonts for this purpose. At the end of your presentation, it is good practice to summarise the key elements and the benefits.
Tech resources include everything that may help you the day of the event.

**LIGHT**
Video quality drops rapidly when you are recording in a poorly lit room. To make sure your audience will not look at a blurry or pixelated image, you need as much light in the room as possible. Open your blinds and curtains and turn on all lights in the room. Play around with the lights until you get it right. Position yourself across the window and try to make all light sources point at you.

**MICROPHONE**
Although most laptops are equipped with high-quality microphones and software that successfully blocks out most of background noises, we would suggest you still consider purchasing good quality headphones and using them instead, to reduce echo and effect of background noise.
CAMERA

Both the position of the camera and the camera itself are essential. Whether you will be using the laptop camera, or a webcam mounted on top, do a practice run to check out what the audience will see. Determine the boundaries of the frame – how much space you have above your head and to the sides, so you know how much you can move. Look directly into your web camera, not your screen. This gives the viewers a sense that you are making eye contact with them. It might feel awkward to look at a camera while you talk, but this will help immensely for your storytelling. It will also create a stronger sense of engagement with your audience because they will feel you are talking directly to them.
Cannot make it?

If, for whatever reason, you are unable to attend the virtual event and cannot arrange for a colleague or co-author to deliver it in your stead, please let us know as soon as possible!

Contact

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